

As the Supplier Diversity Compliance Specialist, you will recommend policies and develop procedures and programs for equal business opportunity programs.

### **JOB DESCRIPTION**

- Supplier Diversity Compliance Specialist
- Works under the general supervision of the Supplier Diversity Deputy Vice President.
- Serves in the Office of Supply Chain Management in the Headquarters Office.

Establishes and ensures the implementation of pre-award and post-award contract compliance goals and requirements for solicitations. Works to ensure the Airports Authority meets its contractual and annual disadvantaged business enterprise (DBE), airports concession disadvantaged business enterprise (ACDBE), and local disadvantaged business enterprise (LDBE) program goals. Performs related functions.

### **GENERAL RESPONSIBILITIES**

- Leads the development and implementation of strategic plans and procedures of DBE, Local Disadvantaged Business Enterprise (LDBE), Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs, and applicable compliance activities.
- Serves as the Disadvantaged Business Enterprise Liaison Officer (DBELO) for the DBE and ACDBE programs.
- Works with Contracting Officer's Technical Representatives (COTRs) and Contracting Officers and Managers to identify, goal set, promote, monitor, and report business opportunities for DBEs, LDBEs, and ACDBEs.
- Reviews Statements of Work (SOWs), procurement requests, and solicitation documents, and consults with the requesting organization to identify possible viable prime and subcontracting opportunities, for DBEs, LDBEs, and ACDBEs or Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), and Small Business Enterprises (SBEs).
- Participates in pre-proposal meetings and outreach events and explains disadvantaged business program.
- Analyzes the number of ready, willing, and able, DBE/LDBE/ACDBE firms available to perform individual items in the SOW or the entire SOW for all solicitations.
- Evaluates the required DBE, LDBE, and ACDBE submittals upon receipt of bids or offers to determine if a plan for achieving the diversity goal or requirement has been submitted. Reviews/approves/disapproves any DBE, LDBE, or ACDBE participation waiver requests.
- Performs post-award compliance to ensure that the DBE, LDBE, and ACDBE participation in the contract award is achieved, program requirements are being met, procedures are being followed, and the disadvantaged firms are performing a commercially useful function.
- Monitors contract performance and payments. Ensures compliance with participation requirements and resolves non-compliance issues.
- Tracks awards, contract modifications, and expenditures of DBEs, LDBEs, and ACDBEs. Monitors expenditures relating to MBEs and WBEs, if applicable.
- Serves on technical evaluation committees, project progress committees, and pre-proposal conferences.

- Advises on the Airports Authority's obligation regarding DBEs, LDBEs, ACDBEs, SBEs and MBEs and WBEs and the respective policies and procedures.
- Prepares written materials promoting compliance efforts and oversees the development, production, and conduct of education opportunities to teach compliance internally and externally.
- Assists COTRs and Contracting Officers/Managers in sourcing DBEs, LDBEs, and ACDBEs.
- Ensures all reporting requirements are met, i.e. DBE/ACDBE Uniform reports, triennial DBE/ACDBE goal methodology etc.
- May represent the Airports Authority at hearings and other meetings.
- Performs other duties as assigned.

### **QUALIFICATIONS**

- Five years of progressively responsible experience in implementing small or disadvantaged business program policy, including pre- and post-award compliance activities.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of and ability to apply Federal regulations related to DBEs and small businesses.
  2. Ability to identify, promote, and monitor business opportunities for DBEs and Small Business Enterprises (SBEs).
  3. Skill in removing barriers to participation by disadvantaged, minority, women, and small business enterprises.
  4. Ability to perform detailed analyses of data and information and make recommendations.
- Ability to speak and write effectively, with emphasis on negotiation and persuasive techniques.
  - Skill in using a computer and office suite software, with emphasis on database and spreadsheet software.

### **PREFERRED QUALIFICATIONS**

- Experience working with U.S. Department of Transportation, Federal Aviation Administration and Federal Transit Administration funded third party contracting requirements as they relate to pre-award and post-award functions for large scale public service construction projects.
- Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), or Certified Professional Contract Manager (CPCM) certification, or equivalent certification (or higher), by the Universal Public Procurement Certifications Council (UPPCC) or Institute of Supply Management (ISM).

### **EDUCATION**

- A Bachelor's Degree in any field, or an equivalent combination of education, experience, and training that totals four years.

- A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the five years of experience. For example, a master's degree may substitute for two years of experience.

**CERTIFICATIONS AND LICENSES REQUIRED**

- A state driver's license in good standing.

**NECESSARY SPECIAL FACTORS**

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.